

e-TESTING MODULE SESSION ON MICROSOFT WORD INTERMEDIATE LEVEL

DATE: WEDNESDAY, 17TH DECEMBER, 2025.

Question:

Make an exact copy of the document below on your Personal Computer's and format with the under listed following short cut commands keys and functions for each needed areas on the work –

House No. 25/25/25,
Ngozi Okonjo Iwela Street,
Cadastral Plot n505, FCT
Abuja, Nigeria.

Justify the first address to the right-hand side and highlight/format your font colors to white, change your text highlight color to black.

The Honorable Minister,
Grit n Gold Corporation,
Wuse II, FCT,
Abuja.

Highlight and format the second address font write-up by the left-hand side to white, change your text highlight color to black.

Sir/Ma,

APPLICATION FOR RE-STRUCTURING OF THE CENTRE FOR
ALL MUSEUM

Highlight the Heading then Bold and Centre Justify (Ctrl + E) or under paragraph

In reference to the above subject matter; the following resolution and bill has been arranged for your perusal –

Insert Your Table of 5 Rows x 5 Columns, Highlight the Heading of your table and Bold only the top text. Fill each of the correct information as seen to each position/section of the table.

S/N	DESCRIPTION	QTY	UNIT	PRICE
1	Ground Breaking	-	1	5m
2	Foundation	-	1	5m
3	Landscaping	-	1	10m
4	Casting/Metal Work	-	1	100m
5	Labor	-	1	50m
	Total	-	-	170m

Find attached the recent price tag for each description of the recommended project from start to completion.

[Enter your Name in Here] - No Bracket

Instructions:

✓ Use the font named (Gill Sans MT) for all your texts write-up in the assessment.

✓ Use the Keyboard Shortcut key (Ctrl + B) for each Bold area of the work.

✓ Do not type instructions given in each of the boxes with colors.

✓ Carefully read the instructions colored from the top of your assessment and at the bottom.